

## OVERTIME ASSIGNMENTS

### PURPOSE

To provide adequate staffing necessary for efficient delivery of services through a fair and equitable system of distributing overtime assignments.

### SCOPE

This policy applies to overtime-eligible employees in the merit and non-merit service subject to the executive authority of the Governor, except employees of the State Police Department.

### STATEMENT OF POLICY

Overtime procedures shall be established which will ensure adequate staffing while recognizing management's responsibility to be fair in treatment of employees. Such procedures shall encourage employees to volunteer for overtime and shall provide for mandatory overtime only when qualified volunteers are not available.

Appointing authorities reserve the right to deviate from established procedures when conditions exist which threaten the security or operation of the agency/institution/facility, or the public safety. (Eg. emergency road crews).

### REFERENCES

31 IAC 1-9-2

31 IAC 2-11-2

Fair Labor Standards Act & Rules

Financial Management Circulars 2004-01 and 2003-1

EFFECTIVE DATE July 1, 2005

Supersedes policy dated February 1, 1994

APPROVAL



Debra F. Minott, State Personnel Director

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